

DATA ENTRY OPERATOR I DATA ENTRY OPERATOR II

(Madera County Title: Data Entry Operator I)

CLASSIFICATION DEFINITION

Operates a variety of electronic data entry machines and peripheral equipment; becomes versed in programs, equipment, and source documents; extracts information from source documents; prepares information for input into terminal; performs a variety of data entry functions; performs technical and office support duties; and performs related duties as required.

Data Entry Operator I

Working under close supervision, Data Entry Operator I is the entry/trainee level in the Data Entry Operator series. Employees in this class receive in-service training, and are given detailed instructions in the operation of state and county data operating systems and perform tasks that are more structured and repetitive than those assigned at level II. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to level I due to the nature of the work, employees are expected to promote to the Data Entry Operator II level after one year of satisfactory performance at the trainee level.

Data Entry Operator II

Working under general supervision, Data Entry Operator II is the journey level in the Data Entry Operator series. Employees at this level are expected to be fully qualified and able to operate a variety of data entry equipment and programs used by the department in order to perform day-to-day assignments with a sustained high level of speed and accuracy. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Data Entry Operator I, or if filled from the outside, require prior related experience.

The Data Entry Operator I/II differs from Office Assistant I/II in that the primary function of the Data Entry Operator is production data entry, requiring a sustained high level of speed and accuracy. The primary function of Office Assistant is office support, including a variety of clerical activities related to filing, reception, form processing, record maintenance, and mail as well as some data entry.

SUPERVISION EXERCISED AND RECEIVED

Incumbents in the Data Entry Operator I/II classification typically receive supervision from a Data Entry Supervisor, or other higher-level supervisor or manager.

TYPICAL DUTIES

Duties may include, but are not limited to, the following. For Data Entry Operator I, duties are performed at the trainee level:

- Operates data entry and related equipment for which routines and procedures are well defined and there is limited requirement for interpretation and adaptation of instructions.
- Performs data entry transactions for case management, aid authorization, and statistical maintenance programs.
- Receives written, typed, or rough draft materials for transcribing.
- Organizes and arranges documents, and reduces data to numeric or alphabetic codes according to established procedures.
- Edits source documents for conformance to predetermined specifications.
- Selects proper format level and uses alpha/numeric keyboard to enter data from source documents.
- Reviews documents while keying to insure all critical data is entered.
- May review printouts for accuracy and take corrective action if necessary.
- Accesses and updates records.
- Maintains files and compiles routine reports from data entry materials.
- May operate and monitor related equipment.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge and skills listed below are related to job duties as distinguished between the two levels in the Definition section.

Knowledge of:

- Data entry machines and related equipment.
- General office practices and procedures.
- English grammar, vocabulary, spelling and punctuation.
- Basic arithmetic.

Ability to:

- Understand and carry out oral and written instructions.
- Exercise sound and independent judgment in determining and selecting appropriate processes, alternatives, forms, and desired actions within the bonds of established work practices, procedures, and commonly used regulations.
- Learn and perform assigned tasks and routines.
- Understand and use technical manuals, procedures, and instructional materials.
- Perform repetitive and routine tasks.
- File numerically and alphabetically.
- Maintain simple operational records and prepare simple reports or correspondence from information contained in department files or records.
- Read and understand source documents.
- Establish and maintain harmonious relationships with coworkers.

MINIMUM QUALIFICATIONS (Education and/or Experience)

Data Entry Operator I:

EITHER

One (1) year of full-time general clerical experience which included bookkeeping, accounts, financial or statistical records; or input;

OR

One (1) year full-time equivalent of business school or college, which included courses in the use of data entry equipment, accounting, statistics, bookkeeping, and/or related courses

Data Entry Operator II:

One (1) year of full- time experience performing duties comparable to a Data Entry Operator I.

SPECIAL REQUIREMENT

The ability to type at a net corrected speed of 45 words per minute.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.